

National Indian Health Board



Seeking an Enthusiastic Public Health Project Coordinator to Build, Promote, and Maintain Policy, Programmatic, and Communications Work across Several Public Health Infrastructure Projects

Position Summary:

NIHB seeks an experienced project coordinator for current and future public health programs, including projects on public health infrastructure, formative evaluation, disease prevention, health promotion, and public health accreditation. The Project Coordinator will work with the Director and Deputy Director of Public Health Policy and Programs to coordinate the implementation of a national assessment on the state of the public health infrastructure and capacity of Indian Country, training and technical assistance for Tribal leaders on Tribal public health priorities, and examining how best to present public health priorities and strategies to Tribal Nations and their Leaders across Indian Country. This position will assume responsibility for daily tasks, ensuring that work plan deliverables are being met, and coordinating communication with Tribal and other constituents. The position may work on other projects within the public health department, as assigned and appropriate.

Duties and responsibilities of this position include, but are not limited, to the following:

This position will provide critical programmatic, communications, administrative, and policy support to the NIHB Public Health Policy and Programs Department, and will serve as the lead on projects focusing on Tribal public health research and assessment, infrastructure, core competencies, and training and capacity building, and is charged to:

- Coordinate aspects of a national Tribal assessment and environmental scan on the state of public health programming, services, workforce and capacity in Indian Country;
- Analyze, compose briefs on and help to disseminate findings from previous year's scan;
- Conduct presentations and regular updates on the scan development and progress;
- Provide technical assistance on the completion of the scan;
- Draft scan instrument;
- Implement the national scan and collect, store, clean and analyze the data;
- Assist in writing all necessary grant and data reports;
- Prepare any documentation required to support OMB clearance or Tribal approval to conduct a national scan;
- Facilitate an survey advisory group to provide input and feedback on the national survey and environmental scan;
- Explore how best to construct and implement a Tribally-driven public health agenda;
- Provide training and technical assistance to Tribes and Tribal leaders on elements of public health programming and infrastructure;
- Act as a NIHB liaison in matters related to public health programs;
- Identify and develop strategic partnerships that will support further growth and sustainability of the public health department, organization, and project;
- Attend regularly held partner calls to assess needs and disseminate information on the

project;

- Assist in internal evaluation efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance;
- Identify problems and negotiate corrective action concerning programmatic issues;
- Manage project's progress to ensure benchmarks and objectives are met;
- Develop and maintain accurate documentation for program activities and deliverables;
- Assist with the preparation and submission of project reports in a professional and timely manner;
- Develop and disseminate outreach and education materials for newsletters, web content, emails, and guides;
- Work collaboratively on communications with Tribal grantees and general audiences on grant-related materials;
- Maintains currency in advancements in the public health field and accurately projects the impact of these changes on programs in Indian country;
- Assist in planning and executing organization conferences including National Tribal Health Conference, National American Indian and Alaska Native Behavioral Health Conference, and National Tribal Public Health Summit;
- Prepare grant reports and tracking documentation;
- Assist in organization of project files and documentation of project activities; and
- Perform other duties, as assigned.

Required qualifications include, but are not limited, to the following:

- Undergraduate degree in communications, political science, public health, public administration, social work, health administration, or other relevant subject;
- A minimum of 2 years' experience in public health programming, and/or research and evaluation;
- Experience in health and public health policy development and analysis, combined with knowledge about public health program implementation, national health care agendas, issues, impacts, and trends, as they relate to American Indians and Alaska Natives;
- Experience working across multiple projects and prioritizing tasks;
- Strong organizational skills and the capacity to execute priorities in a timely manner; and
- Experience with federally and privately funded grant operations and implementation;
- Excellent verbal and written communications, and interpersonal skills; and
- An interest in American Indians and Alaska Natives cultures and the health of those populations. Experience working in Indian Country preferred.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health and public health care for American Indian and Alaska Natives.

This position is based in the NIHB office in Washington, DC. NIHB is an Equal Opportunity Employer. Please see www.nihb.org for more information.

HOW TO APPLY: Interested candidates should prepare the following information and e-mail it as instructed below:

1. Resume
2. Cover letter

Send your application in one PDF to: jobs@nihb.org with your name and the title of the position you are applying for in the subject line.

Applications are reviewed on a rolling basis until a qualified candidate is secured.